

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

INTERNAL VACANCY ANNOUNCEMENT

The National Environment Management Authority established under the National Environment Act, Cap.153 in May 1995 and continued under the National Environment Act No.5 of 2019 is mandated as the principal agency for environment management in Uganda to regulate, monitor, supervise and coordinate all activities relating to the environment.

The Authority invites applications from suitably qualified NEMA staff to fill the following vacant positions:

1. Job Ref : NEMA/ADV/INT/01/2022
Title : Senior Environment Assessment Officer
Reports to : Environment Assessment Manager
Salary Scale : E4
Vacancies : Two (2)

Purpose of the Job

To support the environmental assessments and compliance function of the Authority.

Key duties and responsibilities

- a) Screen/evaluate proposed project developments to determine whether or not a project will have any adverse impact on the environment;
- b) Providing technical guidance on decision making on environmental assessment;
- c) Carry out baseline verification (inspections) of proposed projects;
- d) Collate comments from Lead Agencies and make recommendations on the decisions on Environmental and Social Impact Assessments (ESIAs);
- e) Carry out quality assurance and quality control on Environmental and Social Impact Assessment (ESIA) reports submitted;
- f) Providing compliance assistance to regulated communities on best environmental practices and mitigation measures;
- g) Keeping records and data base on environmental impact assessments;
- h) Undertake environmental monitoring of projects and other activities;
- i) Support the development of ESIA sector specific guidelines in consultation with relevant stakeholders;
- j) Perform any other duties as may be assigned.

Person specifications

i. Qualifications:

- Bachelor's degree in any of the following: Environmental Science and/or Natural Resource Management, Environmental Engineering, Civil Engineering, Industrial Chemistry or Chemical Engineering.
- Master's degree in any of the above.

ii. **Experience:**

Should have at least a minimum of five (5) years' work experience; 3 of which must have been in environmental assessments.

iii. **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum superior and or under maximum pressure;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

2. Job Ref : NEMA/ADV/INT/02/2022

Title : Office Assistant

Reports to : Front Desk Assistant

Salary Scale : E8

Vacancies : one (1)

Purpose of the job:

Support the front desk functions of the Authority.

Key duties and responsibilities

Support the Front Desk Assistant to:

- a) Answer calls from NEMA visitors;
- b) Make official calls;
- c) Scrutinize incoming and outgoing mails;
- d) Direct visitors to the people and offices they desire to see or go to;
- e) Handle the switchboard and ensure usage print outs are generated and circulated;
- f) Handling suggestions from NEMA visitors and forwarding them to Management; and
- g) Perform any other duties as they may be assigned;

Person specifications

a) Qualifications:

A minimum of Uganda Advanced Certificate of Education (UACE).

b) Experience:

A minimum of 3 years' relevant work experience in front office management

c) Duty station: Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Ability to work as a team.
- Interpersonal and communication skills.
- Computer literacy.

Key competences and skills

- First-hand knowledge of standard office administrative practices and procedures;
- Organization and planning skills;
- Accuracy and attention to detail;

- Information management
- Strong organizational and planning skills;
- Good team building and management skills;
- Proven capacity to work with minimum supervision;
- Ability to work independently;
- Good communication and interpersonal skills;
- Good reporting skills; and
- Time management

Potential candidates should download an application form from the NEMA website, fill the form, attaching requisite academic transcripts and certificates in one pdf file named @Position-Name of Applicant". The one pdf file should be submitted to recruitment@nema.go.ug not later than 7th May 2022 at 5:00 p.m.

Note:

1. No external applications are accepted as the result of this internal advertisement;
2. NEMA is an equal opportunity employer;
3. Applicants who will not have heard from us by May 20th May 2022 should consider their applications unsuccessful.